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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

September 15, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 13

Supplement I

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Clearance of Proposed Food Orders

The instructions issued under Revision 1 of Director's Memorandum No. 42 provide that the Order Review and Clearance Committee shall clear, before issuance, any proposed Food Orders in which this Branch may be interested. In order to provide prompt and complete circulation of any Orders or Amendments referred to this Branch for concurrence and to establish records of those items in which we have concurred or registered our objections, the following procedure is established and will be effective immediately:

1. The secretary of the Order Review and Clearance Committee has agreed to route all proposals referred to this Branch to the Office of the Chief where they will be referred to the Operational Planning and Services Division, which shall be responsible for notifying all interested Divisions that the order is being proposed and will expedite the Branch reply.
2. Upon receipt of the proposal, the Chief of the Operational Planning and Services Division shall determine which Division or Divisions are concerned with the order and shall immediately notify that Division by referring a copy of the proposal and requesting a reply.
3. The Commodity Division Chief shall, without delay, prepare a memorandum for the signature of the Branch Chief and addressed to the Secretary of the Order Review and Clearance Committee, either indicating concurrence or outlining completely his objections and the reasons therefor. If more than one Division is concerned, it shall be the responsibility of the Chief of the Operational Planning and Services Division to prepare a consolidated memorandum expressing the views of the Branch.
4. All replies shall be routed for clearance to the Chief of the Operational Planning and Services Division and that office shall maintain a complete file of all concurrences or objections submitted by this Branch.

To provide a complete file of pertinent information on the subject, each Commodity Division Chief shall furnish to the Operational Planning and Services Division, by memorandum, a list of all of the Food Orders which have previously been referred to his Division, indicating the action taken on each.

H. Galbin

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